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ABSTRACT

This book about teaching in further education (FE) in Britain is aimed at tutors who have come into FE from the professions with no formal training or background in teaching. It is divided into 20 units, each unit focusing on a major theme and its related subthemes. The units are self-contained but are often interrelated or cross-referenced. Unit topics are as follows: handling relationships with students; helping personal and social development; creating a learning environment; planning and documenting the curriculum; teaching skills: questioning, explaining, setting tasks; teaching skills: organization and management of learning; setting and responding to students' written work; handling placement in work effectively; recordkeeping; monitoring quality; teaching adult students; giving vocational guidance to students; sustaining equal opportunities and meeting special educational needs; coping with administrative tasks; exercising financial control; dealing with outside agencies; promoting your course; managing time; leading staff teams; and sustaining personal professional development. Within each unit, there are tasks (a total of 75 in the entire book) for the reader to carry out either in the classroom as the opportunity arises or during a period of conscious teaching experimentation. The text is confined to fairly short blocks wherever possible, and much information is tabulated: there are 50 tables and figures as well as numerous lists of salient information or questions. Contains 40 references and an index. (YLB)

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